

Market Survey/Request for Sources Information ISO 9001 and 14001 Registrar Services

General Information:

The Federal Aviation Administration (FAA), Mike Monroney Aeronautical Center (MMAC), is conducting a Market Survey/Request for Information to improve the Government's understanding of the current marketplace and to identify qualified and capable sources. This announcement is not a Screening Information Request (SIR) or a Request for Proposal (RFP) of any kind. Interested sources must respond with information to confirm evidence of their qualifications and capabilities to meet requirements in the attached description. The FAA intends to review all response submittals to establish the acquisition strategy. Responses to this market survey will be used to develop the Source List to be used when the solicitation for this requirement is issued, and will be used to determine if there is adequate competition to set the requirement aside for Socially and Economically Disadvantaged Businesses (SEDB) or Small Business, or open it up for full and open competition. The information identified from this market survey may result in a restricted Screening Process when the RFP is issued. This survey is being conducted in accordance with FAA Acquisition Management System (AMS) Section 3.2.1.2.1. This survey will support market research obtained from multiple sources and will be utilized for planning purposes only.

The requirement is for qualified and capable sources that may provide normal Registrar services through the certification, surveillance and recertification processes for both ISO 9001 and ISO 14001 standards.

ISO 9001 Services

Organizations that report directly to the MMAC director begin with AM and are collectively known as AMC. All AMC organizations are within scope of the MMAC's Quality Management System and are seeking a single ISO 9001 certification. The CMEL facility is under control of the training Academy (AMA) and is within scope of the MMAC Quality Management System. The contractor shall provide the appropriate personnel to perform normal Registrar services (see draft Statement of Work, Section 3.0) for the following organizations and facilities:

Mike Monroney Aeronautical Center ISO 9001 Scope		
Organization	# employees	# buildings
AMA + CMEL	687	19
AMB	12	1
AMC 1/2/3	15	1
AME	168	2
AMI	288	5
AMK 1/10	20	2
AML + Thomas Rd	692	19
AMP	303	6
AMQ	93	2
AMZ	335	4
AMC and CMEL SUMMARY	2663	28
MMAC building totals are not necessarily additive		

ISO 14001 Services

The MMAC is seeking a single 14001 certification for the entire MMAC campus, including all tenant organizations that reside on the campus. The CMEL facility is not in scope of the MMAC Environmental Management System. The contractor shall provide the appropriate personnel to perform normal Registrar services (see draft Statement of Work, Section 3.0) for the following organizations and facilities:

Mike Monroney Aeronautical Center ISO 14001 Scope		
Organization	# employees	# buildings
AMC (excludes CMEL)	2662	27
ATO	1067	11
AVS	720	11
DHS	69	2
DOT	85	4
ASH	3	1
Misc Tenant Staff	114	2
TOTAL MMAC SUMMARY	4711	53
Center building totals are not necessarily additive		

On-site Location of the Mike Monroney Aeronautical Center

Federal Aviation Administration
Mike Monroney Aeronautical Center
Office of Quality Systems and Business Resources Staff
6500 S. MacArthur Blvd., Headquarters Bldg., room 170
Oklahoma City, OK, 73169

On-site Location of the Center for Management and Executive Leadership (CMEL)

Federal Aviation Administration
Center for Management and Executive Leadership
4500 Palm Coast Parkway, S.E.
Palm Coast, FL, 32137-8007

All decisions will be made based on the information provided by vendors responding to this market survey. Attached to this announcement is a draft Statement of Work (SOW) for ISO 9001 and 14001 Registrar Services (see Attachment D). Note that the actual SOW is in process and will be provided with the SIR when it is formally issued. All FAA documents are to be downloaded and printed from the FAA Contracting Opportunities Home Page found at <http://faaco.faa.gov> (or by access through <http://fast.faa.gov>). Please note that documents downloaded from sites other than the FAA's Contracting Opportunities Homepage may not be the latest documents. All FAA SIR amendments will also be shown on this site as "Amendment" when required. Vendors must access this site daily to determine if additional SIR amendments have been issued. Only vendors that respond with information packages providing the required information demonstrating that their firm meets the minimum requirements will be added to the Source List. The minimum requirements will remain the same for the issued SIR as contained in the requested information for this market survey.

All interested vendors are advised that the FAA will not pay for any information or any administrative costs incurred that are associated with any response received from industry in response to this Market Survey/Request for Information. Therefore, any costs associated with vendor's Market Survey/Request for Information submissions will be solely at the interested vendor's expense.

Any information provided under this market survey is for informational purposes only and will not be released. Any proprietary information submitted will be protected if appropriately marked. Vendor participation in any informational session is not a promise of future business with the FAA.

Response to this Market Survey:

Interested sources should provide evidence of qualifications/capabilities available to provide experienced qualified management and technical personnel to conduct the required audits for

ISO 9001 and ISO 14001 certifications and recertifications for one base year with four option years, as shown in the draft SOW (Attachment A).

Attachment A includes a request for information describing the vendor's staffing plan, management approach, and quality control plan and implementation for the required services. Attachment B includes a request for reference information for the vendor's performance on previous contracts. Attachment C is a business declaration form for descriptive information regarding the business status of the vendor. Attachment D is a draft Statement of Work.

Response submittals must include the following:

1. Documentation that clearly demonstrates that the interested vendor is qualified and capable of providing the required services. The format of the documentation is at the discretion of the vendor.
2. Responses to the requested information in Attachment A.
3. Responses to the requested information in Attachment B.
4. Responses to the requested information in Attachment C.

All response submittals (one response per company) are to be provided with a cover letter on company letterhead. **Responses must be received no later than 3:00 P.M, local time, July 13, 2007.** Market survey responses received after the time and date specified may be determined to be late and may not be considered.

The FAA prefers that all response submittals, including attachments, be submitted electronically to the following email address: randall.bratcher@faa.gov Responses should be submitted in a portable document format (i.e. .pdf file); however, Microsoft Word is acceptable.

If you cannot respond electronically, please send response submittals to:

Federal Aviation Administration
Attn: Randall L. Bratcher, Contract Specialist (AMQ-310)

Mailing Address:
P.O. Box 25082
Oklahoma City, OK 73125

Physical Address:
6500 S. MacArthur Boulevard
Oklahoma City, OK 73169-6901

Point of contact is Randall L. Bratcher, Contract Specialist, at e-mail randall.bratcher@faa.gov or telephone (405) 954-8860 or FAX (405) 954-3030.

NOTICE for informational purposes for Minority, Women-owned and Disadvantaged Business Enterprises: The Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU), has a program to assist small businesses,

small businesses owned and controlled by socially and economically disadvantaged individuals, and women-owned concerns to acquire short-term working capital assistance for transportation-related contracts. Loans are available under the DOT Short Term Lending Program (STLP) at prime interest rates to provide accounts receivable financing. The maximum line of credit is \$500,000. For further information and applicable forms concerning STLP, call the OSDBU at (800) 532-1169.

NOTE: Any contract awarded for the requirements above will contain the AMS Clause **3.3.1-33 Central Contractor Registration** (April 2006). Award cannot be made to a vendor that has not accomplished this registration. See paragraph (d) below:

****(d) If the offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer may proceed to award to the next otherwise successful registered offeror.*

ATTACHMENT A: Qualifications/Capabilities (to be completed by vendor and returned)
ATTACHMENT B: References (to be completed by vendor and returned)
ATTACHMENT C: Business Declaration (to be completed by vendor and returned)
ATTACHMENT D: Draft Statement of Work

ATTACHMENT A

ISO 9001 and 14001 Registrar Services

Given the description of work identified above:

1. Describe your Staffing Plan and Management Approach for services of the type described above.

2. Describe your Quality Control Plan and Implementation.

ATTACHMENT B

ISO 9001 and 14001 Registrar Services

Provide three references for contract(s) performed for same or similar work during the last 5 years. On a separate sheet, describe the service arrangements provided for each, related services, and provisions.

(a.) Government Contract? () Yes () No Period of Performance: _____

Contract Value: \$ _____ Contract Number: _____

Mutual agreement for performance with Co. Name/location: _____

Whom may we contact for performance information?

Name and Title: _____ Telephone: _____

E-mail: _____

(b.) Government Contract? () Yes () No Period of Performance: _____

Contract Value: \$ _____ Contract Number: _____

Mutual agreement for performance with Co. Name/location: _____

Whom may we contact for performance information?

Name and Title: _____ Telephone: _____

E-mail: _____

(c.) Government Contract? () Yes () No Period of Performance: _____

Contract Value: \$ _____ Contract Number: _____

Mutual agreement for performance with Co. Name/location: _____

Whom may we contact for performance information?

Name and Title: _____ Telephone: _____

E-mail: _____

ATTACHMENT C

BUSINESS DECLARATION

1. Name of Firm: _____

2. Address of Firm: _____

3. a. Telephone No. of Firm: _____ b. Facsimile No. of Firm: _____

4. a. Name of Person Making Declaration: _____

b. Telephone No. of Person Making Declaration: _____

c. Position Held in the Company: _____

5. Controlling Interest in Company: ("X" all appropriate boxes)

☐ Black American ☐ Hispanic American ☐ Native American ☐ Asian American

☐ Female Non-Minority ☐ Male Non-Minority ☐ Female ☐ Male

☐ 8(a) Certified (*Certification letter attached*) ☐ Other (*Specify*) _____

6. Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?

☐ Yes ☐ No (*If No, provide the name and telephone number of the person who has this authority.*)

7. Nature of Business (*Specify all major services/products and NAICS codes.*) _____

8. a. Years the firm has been in business: _____ b. No. of Employees: _____

9. Type of Ownership: ☐ Sole Ownership ☐ Partnership ☐ Other (*Explain*) _____

10. Gross receipts of the firm for the last three years: (a) Year Ending: _____ Gross Receipts: \$ _____

(b) Year Ending: _____ Gross Receipts: \$ _____ (c) Year Ending: _____ Gross Receipts: \$ _____

11. Tax Identification Number (TIN)/Employer Identification Number (EIN)/Social Security Number (SSN),
and Data Universal Numbering System (DUNS): _____

Privacy Act Statement: *The TIN/EIN/SSN is required to comply with the reporting requirements of 26 U.S.C. 6041, 6041A and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). Failure to provide the information may exclude you from doing business with the Federal Aviation Administration.*

12. Is the firm a small business? ☐ Yes ☐ No

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING _____
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE
THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 U.S.C. 1001.

Signature: _____ Date: _____

Typed Name and Title: _____

**STATEMENT OF WORK
FOR
ISO 9001 and 14001 Registrar services to support
FAA's Mike Monroney Aeronautical Center and
the Center for Management and Executive Leadership**

1.0 BACKGROUND

The needs for this requirement are based on the following history and decisions by management to pursue International Organization for Standardization (ISO) certifications of the Quality Management System and Environmental Management System within FAA's Mike Monroney Aeronautical Center (MMAC) and the Center for Management and Executive Leadership (CMEL).

In the summer of 2006 the MMAC Director and Deputy Director determined that it is in the best interest of the MMAC and CMEL to become registered to the ISO 9001 and ISO 14001 standards.

This Statement of Work outlines the need for normal Registrar services for MMAC and CMEL organizations that are within the scope of the respective Quality Management System and Environmental Management System.

1.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR):

The Contractor Officer's Technical Representative (COTR) is formally designated this responsibility by the Contracting Officer to provide technical direction and Government oversight to the contractor on matters related to this contract.

The COTR for this work is:

2.0 SCOPE OF WORK

The scope of this contract is to perform normal Registrar services through the certification, surveillance, and recertification processes for both ISO 9001 and ISO 14001 standards.

2.1 ISO 9001 Objective:

Organizations that report directly to the MMAC director begin with AM and are collectively known as AMC. All AMC organizations are within scope of the MMAC's Quality Management System and are seeking a single ISO 9001 certification. The CMEL facility is under control of the training Academy or AMA and is within scope of the MMAC Quality Management System. The contractor shall provide the appropriate personnel to perform normal Registrar services (see section 3.0) for the following organizations and facilities:

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AMC and CMEL SUMMARY	2663	28
MMAC building totals are not necessarily additive		

2.2 ISO 14001 Objective:

The MMAC is seeking a single 14001 certification for the entire MMAC campus, including all tenant organizations that reside on the campus. The CMEL facility is not in scope of the MMAC Environmental Management System. The contractor shall provide the appropriate personnel to perform normal Registrar services (see section 3.0) for the following organizations and facilities:

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TOTAL MMAC SUMMARY	4711	53
Center building totals are not necessarily additive		

3.0 REQUIREMENTS

The Contractor shall provide labor resources to meet the following requirements and can complete the following tasks for the scope of this work. A delivery schedule is found in the Deliverables section 4.0.

3.1 TASK 1 –ISO 9001 & 14001 Pre-certification Audits

The contractor will provide the normal Registrar services that are required to perform a pre-certification audit for the in scope organizations to their respective standards.

- 3.1.1 Task 1 scope for AMC + CMEL to ISO 9001 standard
- 3.1.2 Task 1 scope for MMAC to ISO 14001 standard

3.2 TASK 2– ISO 9001 & 14001 Certification Audit

The contractor will provide the normal Registrar services that are required to perform a certification audit for the in scope organizations to their respective standards.

- 3.2.1 Task 2 scope for AMC + CMEL to ISO 9001 standard
- 3.2.2 Task 2 scope for MMAC to ISO 14001 standard

3.3 TASK 3 – ISO 9001 & 14001 Surveillance Audit

The contractor will provide the normal Registrar services that are required to perform surveillance audits for the in scope organizations to their respective standards.

- 3.3.1 Task 3 scope for AMC + CMEL to ISO 9001 standard
- 3.3.2 Task 3 scope for MMAC to ISO 14001 standard

3.4 TASK 4 – ISO 9001 & 14001 Re-certification Audit

The contractor will provide the normal Registrar services that are required to recertify the organizations to their respective standards.

- 3.4.1 Task 4 scope for AMC + CMEL to ISO 9001 standard
- 3.4.2 Task 4 scope for MMAC to ISO 14001 standard

4.0 DELIVERABLES

BASE Year

TASK	DESCRIPTION	DUE DATE
3.1.1	9K Pre-certification audit – AMC + CMEL	NLT Month Day, Year
3.1.2	14K Pre-certification audit - MMAC	NLT Month Day, Year
3.2.2	14K Certification audit - MMAC	NLT Month Day, Year

Option Year 1

TASK	DESCRIPTION	DUE DATE
3.2.1	9K Certification audit – AMC + CMEL	FY 2009
3.3.2	14K Surveillance audit – MMAC	FY 2009

Option Year 2

TASK	DESCRIPTION	DUE DATE
3.3.1	9K Surveillance audit – AMC + CMEL	FY 2010
3.3.2	14K Surveillance audit – MMAC	FY 2010

Option Year 3

TASK	DESCRIPTION	DUE DATE
3.3.1	9K Surveillance audit – AMC + CMEL	FY 2011
3.4.2	14K Re-certification audit – MMAC	FY 2011

Option Year 4

TASK	DESCRIPTION	DUE DATE
3.4.1	9K Re-certification audit – AMC + CMEL	FY 2012
3.3.2	14K Surveillance audit – MMAC	FY 2012

5.0 TRAVEL

Travel will be required to each location being audited and will be defined and approved, **in advance of actual travel** performance by the CO or COTR by completing and emailing/faxing the Travel Authorization Form (Attached) or the contractor's Travel Authorization Form that has been approved by the CO for use. The Travel Authorization Form must be submitted with the invoice. Travel expenses will be reimbursed in accordance with FAA Travel Policy, the Purchase and/or Delivery Order Provisions, and clause 4531, Reimbursement of Travel Costs.

6.0 GOVERNMENT FURNISHED EQUIPMENT (GFE) AND SERVICES

The government will provide the following equipment to all contractor personnel based ON-SITE at customer locations -- desk space, local telephone service, and access to the internet. The contractor will not have access to FAA internal network systems.

A government escort will be maintained of the contract employee(s) at all times. The contract employee will be issued a Daily Escort required visitor pass.

7.0 PERIOD OF PERFORMANCE

Period of Performance is effective the date of this award through fiscal 2012.

8.0 HOURS OF PERFORMANCE

The contractor services shall be maintained and be consistent with Government personnel working hours Monday through Friday (excluding holidays) unless otherwise specified. Primary hours of performance for contractor personnel, unless otherwise specified, are from **8:00am to 4:30pm**.

9.0 PLACE OF PERFORMANCE

The Registrar services desired by the MMAC will be performed at the following government sites.

On-site Location of the Mike Monroney Aeronautical Center

Federal Aviation Administration
Mike Monroney Aeronautical Center
Office of Quality Systems and Business Resources Staff
6500 S. MacArthur Blvd., Headquarters Bldg., room 170
Oklahoma City, OK, 73169

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